Greenway Medical Daily Equipment Checklist

Greenway Version 3.17 - Oct 2026

Daily Checks WC		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Sunday	
1	**Consulting Room Boxes**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Check contents against list on box, hand out boxes to clinicians and report any missing items to SM										
2	**Panic Alarms**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
All in a small box in host cupboard, ensure they are back in the box at end of shift.										
3	**Patients and Downloads folder**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Please make sure its clear at start and end of shift										
4	**Check Infection Disease hood and Infectious Disease cleaning box are present/complete**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Check contents against list on both boxes and clean contents and box with clinell wipes										
5	**Resus Bag - Location: store cupboard in corridor**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**		**AM**	
Check contents as per contents sheet, replace any stock if needed. Check any OOD and log										
6	**Defibrillator**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**		**AM**	
Ensure green tick is showing which indicates defib is working. Clean defib with clinell wipes.										
7	**Blood Taking Box**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Ensure missing items are replaced from stock, check expiry dates and replace as required										
8	**Sharp Boxes**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**		**AM**	
Should not exceed the 3-month date, should be closed but not locked, any overfilled/not closed boxes to be reported to SM										
9	**Manual Scripts**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**		**AM**	
Count and record manual script packs in audit book										
10	**Emergency Drugs - Location: Inside drugs cupboard in store room**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**		**AM**	
Ensure drugs are in the appropriate drugs cupboard in store room and check that the tag is sealed and matches the one listed in the log book. Sign log book to evidence check.										
11	**Oxygen - Location: Small and large bottles**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**		**AM**	
Please indicate in the signature box the levels as below EMPTY / ¼ FULL / ½ FULL / ¾ FULL / FULL	Large Cylinder									
	Small Cylinder									

12	**Medication issued from stock forms**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Start new form and ensure previous dated meds form is put in post box regardless of meds issued										
13	**Handwash Audits**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Log into training hub, check which clinicians need handwash. Complete audit with clinician then confirm on hub & add host name to comments box.										
14	**Sample Safe Checks**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Check the sample safe at the beginning and end of the shift										
15	**Headsets**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Record how many and report any issues										
16	**Panic Alarms In Reception Area & consulting rooms**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Check panic alarm in reception area states 'system ready'										
Weekly Checks		**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**		**Sunday**	
17	**Health and Safety check form**		**EVE**							
Complete H&S checklist, keep original in folder and flag any concerns										
18	**Paediatric/Adult pulse oximeter - Location: Store room within Sats monitor box**	**EVE**								
Switch on machine, place on finger and watch for reading Ensure adult, child and infant leads are available Clean the machine and box itself with clinell wipes.										
19	**Nebuliser Machine - Location: Store room within the nebuliser box**			**EVE**						
Switch on - does it make a noise? Clean the machine with clinell wipes.										
20	**Doppler**					**EVE**				
Check doppler is stored in cupboard & the equipment turns on. Clean the machine										
21	**Blood glucose machine / Dual keytone**				**EVE**					
Host to check machine as per guidlances and clean machine and box itself with clinell wipes.										
22	**Respiratory Hood - charged once a week**				**EVE**					
Overnight to plug in the battery into charging unit										
23	**Clinical Waste**								**PM**	
Please ensure the clinical waste bag is emptied if full, tagged and put in the clinical waste bin near staff etrance - keys on hook behind reception desk. **This is essential before closing on a Sunday.**										